



WWW.CREW.CC

JEFFERSON EDUCATION CENTER

200 WEST BROADWAY; 9TH FLOOR 502-213-4520

MON-THURS 9AM-5PM

JCTC SOUTHWEST

1000 COMMUNITY COLLEGE DRIVE; ADMIN BLDG. 155

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The following program outlines opportunities and activities that will enhance a student's ability to define and accomplish academic and career goals. Please note that the time frame to complete these activities is based on a student working towards an Associate Degree; these steps would need to be consolidated for a student working towards a Diploma or Certificate.

Explore (0-20 credit hours)

- Begin to explore information about careers through academic departments, internet resources, and the CREW Center. Learn more about career exploration on [CREW's Find the Best Career for You webpage](#).
- Familiarize yourself with campus facilities and resources on the [Office of Student Engagement webpage](#) and develop leadership skills through participation in extracurricular activities, volunteer experiences, and work experiences.
- Explore how your personality, interests, and values connect with programs of study and career opportunities by completing TypeFocus, a web-based career guidance program. If you are not enrolled in FYE 105, stop by the CREW Career Center to complete this assessment.
- Participate in an informational interview with a professional, active in the field, to explore information about the specific career field. Check out the CREW Center [Ace the Interview webpage](#) for helpful hints or schedule an appointment to meet with a CREW Counselor.
- Register on the CREW Center's job portal at www.crew.cc/jobs to search for internships, co-ops, part-time, and full-time jobs.
- Locate volunteer opportunities connected to your career goals to gain related experiences. Look here for a list of volunteer websites: crew.cc/services/job-search
- Write the first draft of a resume – use the resume as a visual tool to begin planning academic and career goals. CREW Counselors will help you!
 - Create the content of your resume by using the CREW Center's Resume Smart Content Builder at resume.crew.cc/Resume/Navigate
 - Once you have utilized Resume Smart, then format your resume and submit it to the CREW Center's Resume Dropbox at crew.cc/services/resume#resume-dropbox or visit the CREW Career Center and bring an electronic copy of your resume
- Research job market trends and salary ranges on Onetonline.org and the KentuckianaWorks Career Calculator at www.careercalculator.org/#/
- Familiarize yourself with course and degree requirements.
 - If you are planning on transferring, then meet with JCTC's Transfer Services or ULtra (for students transferring to UofL).
 - Visit [JCTC Transfer Center website](#) for more information.
 - Visit [ULtra's website](#) for more details. (*ULtra students are charged a \$40 fee each semester; contact their office for additional questions*).

Plan (21-45 credit hours)

- Continue with the steps listed above (0-20 credit hours).
- Visit the CREW Center to work on improving your resume and adding your relevant experiences and involvement opportunities; join organizations and honor societies on campus related to your career interests or major.
- Get involved with experiences and activities that will develop your transferable skills. Look at this listing of the [Top 10 Skills](#) sought by employers.
- [Make an appointment](#) with a CREW Counselor for a mock interview to gain experience in interviewing.
- Meet with the CREW Center's Coordinator of Cooperative Education and Internships, Debra Cotton, to discuss possible internships and co-op opportunities in your field. Visit the [Find an Internship or Co-op webpage](#) for more information.
- Meet with your academic advisor to make sure you are on track with your education and career plan. Check out the [Academic Advising Center site](#) for information.
- Begin developing networking contacts whom you can use for references. Review the CREW Center's [Reference Sheet](#) for help in developing a reference page to accompany your resume.

Act (45-60 hours)

- Continue with the steps above (0-45 credit hours).
- Apply for jobs and set up interviews. Friendly reminder: Start your job search at least 3-4 months prior to graduation.
- Conduct research on all potential employers. Preparation really pays off!
- Market your candidacy online by creating a LinkedIn account or online career portfolio. [Schedule an appointment](#) with the CREW Center to create either of these at
 - Review this LinkedIn checklist at crew.cc/documents/linkedin-profile-checklist.pdf
 - Review our Promoting Yourself Online resource sheet to learn more online career portfolios at crew.cc/documents/promoting-yourself-online.pdf
- Watch for application deadlines for school applications and prepare in advance.
- Meet with your academic advisor to make sure you are on track with your education and career plans.
- Network with professionals in your career field by attending professional or trade association meetings, joining on-line discussion groups, or participating in community forums.
- Learn negotiation skills and determine major considerations before accepting a job offer.
- Update your reference page.